

**BOARD OF INVESTMENT TRUSTEES
MONTGOMERY COUNTY EMPLOYEE RETIREMENT PLANS**

MINUTES – OPEN SESSION

November 16, 2012

101 Monroe Street, 9th floor
Rockville, Maryland

Board Members Present: Joseph Adler
Jennifer Barrett
Joseph Beach
Arjan Berkelaar
Jeffrey Buddle
Stephen Farber
Jennifer Hughes
Sunil Pandya
Gino Renne
Jeffrey Sharpe
Kelda Simpson
George Willie

Staff: Linda Herman
Marc Esen
Stuart Potter
Brad Stelzer
John Feketekuty
Akiko Kawashima
Megan Harper

Others Present: Mark Brubaker, Wilshire Associates
Michael Bacine, Franklin Park
Narayan Chowdhury, Franklin Park
Amy Moskowitz, Counsel to the Board

CALL TO ORDER

Mr. Willie called the open session of the Board to order at 11:08 a.m.

DETERMINATION OF MEETING

The Board unanimously approved a motion to move into closed session at 11:09 a.m. for the purpose of discussing the investment of public funds, pursuant to Maryland Code, State Government Article, 10-508(a)(5).

The Board resumed its open session at 11:53 a.m.

Approval of the Minutes: Mr. Beach moved, and Mr. Adler seconded, and the Board unanimously approved, the minutes of the September 21, 2012 meeting.

Governance Manual-Due Diligence and Continuing Education: Ms. Herman presented an amendment to the Due Diligence and Continuing Education portion of the Governance Manual. The Board discussed the payment of expenses by third parties who are currently undergoing an RFI process and requested that Staff present language amending the Service Provider Procurement section of the Governance Manual at its February meeting. Mr. Sharpe moved, and Ms. Simpson seconded, and the Board unanimously approved the following resolution:

1211-02 Resolved, that the Board amend the Due Diligence and Continuing Education portion of the Governance Manual as presented in the meeting materials.

Board Delegation: Ms. Herman presented possible changes to the Governance Manual and Statement of Investment Policy & Objectives to reflect a delegation of certain duties to the Executive Director. The Board discussed the changes and requested further changes including: (a) that the investment consultant, in its confirmation of investment, state that it is an independent consultant to the Board and is acting as a fiduciary to the retirement plans, (b) that the investment manager hiring report indicate the inclusion of any emerging managers and (c) inclusion of the Staff investment committee minutes. Staff will prepare amended documents for presentation at the February 1 meeting.

There being no further business of the Board, the open meeting session adjourned at 12:15 p.m.

Respectfully submitted,

Jennifer Barrett, Secretary